

Art s and Media Cluster
Certificate of Initial Mastery

I. ACADEMIC SKILLS

Basic Level of Proficiency

Goals were met in Reading, Writing and Mathematics. Check all that apply.

- ☐ CMT - met state goal
- ☐ CAPT - met state goal
- ☐ SAT - achieve 1000 or higher
- ☐ CASAS ECS Level C - exit out
- ☐ CASAS ECS Level D - exit out
- ☐ Nationally recognized test - scored at 75th percentile or higher

II. TECHNICAL SKILLS

• **Reading**

Read and define scripts, plays, news media articles

Understand technical terms

Read and understand various literary works

Read and understand historical texts - on subjects such as folk art, drawing, painting, sculpture, design – to film and video

• **Writing**

Use artistic terminology properly in written materials

Edit scripts, copy, news articles

Write, improvise and refine scripts in a variety of traditional and new forms

Design coherent stage management, promotional and business plans

Fill out work-related forms

Ability to write Internet Web content

Write news copy

• **Mathematics**

Understand algebra and trigonometry for use in computing time codes, numerical measurement of light and analyzing data

Use a scale in design or constructions

Understand math application for budgeting

Read floor plans

• **Scientific Knowledge**

Knowledge of basic anatomy and kinesiology

Basic knowledge of good nutrition and healthy life practices as they relate to dance

Draft blueprints

Understanding of colors and how light reflects, refracts

Knowledge of how camera and film respond to different types of light

Understanding of optics

Knowledge of physical properties of film and objects

Know how to explain the basic physical and chemical properties of light, color, electricity

Knowledge of taking, developing and processing photographs, including printing negative faults,

chemistry, film characteristics, exposure, filters, optics, light, color and cameras

Knowledge of line and continuous tone cog

Knowledge of material properties

Knowledge of electricity

• **Speaking and Listening**

Listen effectively

Phrase artistic concepts clearly

Use professional terminology correctly

Describe the action and movement elements observed in a dance, using appropriate movement vocabulary

Conduct auditions

Direct scenes

Prepare an aesthetic photographic presentation

Form and defend judgments about characteristics and structures to accomplish goals

• **Problem solving and analytical**

Evaluate music and music performances

Understand relationships between music, the other arts, and disciplines outside the arts

Understand music in relation to history and culture

Listen to, analyze and describe music

Apply and demonstrate critical and creative thinking skills in dance

Understand dance and theater in various cultures and historical periods

Understand how to evaluate dance, such as the skill of performers, originality, visual and/or emotional impact, variety and contact

Respond appropriately to technical difficulties

Use resources efficiently

Interpret dramatic texts

Organize and conduct rehearsals for informal or formal productions

Create and implement production schedules, stage-management plans, promotional ideas, and business and front-of-house procedures for informal and formal productions

Compare and integrate art forms by analyzing traditional theater; dance music, visual arts and new art forms

Research cultural, historical and symbolic clues in dramatic texts

Research and describe appropriate historical production designs, techniques and performances from various cultures

Research ability

Understand how to evaluate photographs,

including impact, variety, technical skills and contrast

Understand and apply media, techniques and processes

Apply knowledge of structures and functions to evaluate the effectiveness of artworks

Create multiple solutions to specific visual arts problems

• **Artistic/Creative Skills**

Musical ability and skill

Knowledge of instruments and voice

Skill in sight-reading, transposing, improvising, memorizing

Sing, alone and in groups, a varied repertoire of music

Perform on instruments, alone and in groups, a varied repertoire of music

Improvise melodies, variations and accompaniments

Compose and arrange music with specified guidelines

Read and notate music

Identify and demonstrate movement elements and skills in performing dance

Demonstrate accurate memorization and reproduction of movement sequence

Understand choreographic principles, processes and structure

Understand dance to create and communicate music

Demonstrate musical aptitude

Have knowledge of the art form and know how to respond to it

Understand composition, design and aesthetics

Know how to demonstrate various classical and contemporary acting techniques and methods

Dramatic/comedic talent and skill

Knowledge of voice

Ability to express a wide range of emotions and character traits

Understand the use of color, light and image in photography

Demonstrate imagination

Create art in an Internet Web environment

Demonstrate creativity

• **Occupation-Specific Knowledge and Skills**

Understand and use dance notation

Understand technology of the industry

Apply technical knowledge and skills to create functional scenery, properties, lighting, sound, costumes and makeup.

Know how to safely operate technical equipment relating to productions

Know how to operate cameras and related equipment

Know how to develop film

Knowledge of equipment for occupation

Operate machinery related to job

• **Computer Skills**

Understand CAD technology

Understand basic software programs

Knowledge of the Internet

III. EMPLOYABILITY SKILLS

• **Attitudes & Attributes**

1. Takes initiative
2. Assumes responsibility
3. Displays a good self-concept
4. Persists until job is done
5. Works well without supervision
6. Takes responsibility for production/quality
7. Conflicts do not impede performance
8. Seeks new challenges
9. Applies ethics to behavior
10. Responds well to criticism
11. Maintains a professional image
12. Works well under stress
13. Displays positive behaviors
14. Follows instructions
15. Adheres to code of conduct

• **Customer Service**

1. Adopt a customer service orientation
2. Gather information from various sources to identify prospective customers/markets
3. Communicate with customer in a professional manner
4. Maintain accurate and complete information about customers
5. Document and process customer information/orders
6. Interpret customer information to identify needs
7. Offer options to problems and negotiate solutions
8. Show customers how to implement, plan and take action whenever necessary
9. Monitor implementation plan and take action whenever necessary
10. Identify new customer needs
11. Inform customer when needs cannot be met
12. Make alternate recommendations
13. Analyze customer feedback to improve internal customer support process

• **Team Work**

1. Works effectively in a team
2. Follows instructions
3. Takes initiative
4. Provides support to others
5. Fosters innovation
6. Manages relationships

• **Adaptability:**

1. Accepts changes
2. Performs multiple assignments
3. Shows flexibility
4. Adjusts style to the situation
5. Handles multiple tasks simultaneously
6. Adapts skills to new tasks

Business and Finance Cluster Certificate of Initial Mastery

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II. TECHNICAL SKILLS

- **Communication Skills**

Articulate speaking skills
Excellent listening skills

- **Problem-solving Skills**

Understand products and services
Understand terminology
Understand the financial dynamics of the business and how it functions, how the parts fit together, how it operates in the marketplace, how it competes, its key leverage points, and how actions and decisions translate to the bottom line.
Understand how the economy impacts business risk and returns
Understand economic trends and business cycles in the USA during the 21st century
Understand the development of business regulation

- **Computer Knowledge and Skills**

Understand importing document
Use specialized software such as MS Office (Word, Excel, PowerPoint, Outlook), email, desktop publishing or graphics programs, (proficient with numbers, symbols, keypad, possess accuracy, rhythm, speed)
Use computer for basic bookkeeping functions
Understand use of the Internet

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- **Customer Service**

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**Construction Technologies & Design
Cluster Certificate of Initial Mastery**

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I. TECHNICAL SKILLS

- **Communication Skills**
 - Write various reports
 - Prepare service bills
 - Establish and maintain customer dialogue (internal/external)
 - Conduct presentations
- **Data Interpretation**
 - Interpret values from test equipment
 - Interpret measuring instruments
 - Interpret blueprint specifications
 - Interpret and follow directions
 - Use statistical techniques, including mean, median and standard deviation
 - Estimate materials and volume
 - Interpret results from quantitative data
 - Interpret two-dimensional drawings
 - Determine quality level to decide whether other not to continue
 - Apply health and safety, environmental, and fire prevention compliance issues to job tasks
 - Apply OSHA safety and hazardous material regulations to job task
 - Apply legal requirements and government regulations to job tasks (codes, specifications, etc.)
- **Diagnostics**
 - Use basic hand tools
 - Test equipment
 - Troubleshoot and repair equipment and/or recommend improvements
 - Apply physics principals associated with mechanics, pneumatics, hydraulics, electronic and electricity to job tasks
 - Identify resources too complete a job task
 - Use programmable controllers
 - Build processes and prototypes

according to internal product design, engineering instructions and customer specifications

Maintain inventory levels, quality, availability and flow
Apply principles of electricity, plumbing, compressed air systems, HVAC systems and carpentry to job tasks

- **Tools, Equipment and Machines**
 - Demonstrate mechanical aptitude
- **Concepts**
 - Basic knowledge of general management principles
 - Basic knowledge of project management
 - Basic knowledge of cost analysis
 - Basic knowledge of contracts, bids and proposals
- **Computer Knowledge**
 - Use CAD/CAM

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 - Works effectively in a team
 - 1. Follows instructions
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 - 3. Provides support to others
 - 4. Fosters innovation
 - 5. Manages relationships
 - **Adaptability**
 1. Accepts changes
 2. Performs multiple assignments
 3. Shows flexibility
 4. Adjusts style to the situation
 5. Handles multiple tasks simultaneously
 6. Adapts skills to new tasks

Environmental, Natural Resources and Agriculture Cluster Certificate of Initial Mastery

I. ACADEMIC SKILLS

Basic Level of Proficiency

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- ☐ CMT - met state goal
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- ☐ SAT - achieve 1000 or higher
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II. TECHNICAL SKILLS

- **Instructions**
Follow complex instructions on Material Safety Data sheets and their pertinent health and safety documentation
Discern step sequence in general instructions
- **Research**
Locate and obtain information in federal, state and local statutes, regulations and technical references
Obtain, retrieve and order data and information
Relate descriptive language to technical concepts
- **Analysis**
Comprehend the meaning of technical terminology
Interpret signs, symbols and labels.
Examples: HMIS, NFPA, OSHA hazard markings
Interpret a variety of maps, process flow diagrams, logic/decision diagrams, instrument circuit diagrams, blueprints and building drawings
Interpret statutes, regulations and technical references
- **Reports, Letters and Memos**
Develop simple technical reports
Structure report by topic per paragraph
Write simple and logical instructions/sequences
- **Log and Records**
Describe physical, chemical and operation situations in clear language.
Keep accurate business records.
- **Graphics**
Use a graphic organizer effectively
- **Processing**
Use a scientific calculator
Interpret columnar chart data in mathematical terms
Spot inconsistencies in a series
Interpret meters and scales
- **Physical Situations**
Apply scales to maps, diagrams and drawings
Discern spatial relationships and visualize in three dimensions
Use basic vector concepts
Interpret time-dependent mathematical relations
- **Listening**
Wait and think before answering
Remember by listening and watching
Analyze what's being said for accurate content
Use critical thinking/questioning to assess content
Evaluate stated basis for decisions
Formulate intelligent questions
Obtain accurate answers
Validate information before passing along
- **Logic, problem-solving, analytical**
Use sequential logic, make simple flow diagrams
Make organized subsets/tabulate information
Interpret trends
Apply cause-and-effect principles
Apply correlation equations and principles
Apply deductive and inductive reasoning to situations
Make working diagrams of physical situations
Conceptualize physical and chemical problems on paper
Organize problems for diagnosis
Apply background and academic knowledge to a problem
Interpret exponential and logarithmic relations
Detect faulty data
- **Computer Skills**
Use drawing/drafting program
Interface measuring instrument with computer
- **Technical/Scientific Skills**
 - **Practical Sciences**
Apply non-stoichiometric real world reaction conception
Apply safe handling of chemicals/fire hazard concepts
Apply basic fluid flow concepts, mass flow and contaminant flow

Apply temperature, pressure and volume relation concepts
Use basic physical chemistry measurement instruments
Operate, calibrate and maintain basic chemical and physical measurement instruments
Apply elementary chemical sampling and testing
Demonstrate basis wetlands classification knowledge
Understand basic chemical reactions and effect concepts
Understand basic chemical properties and use concepts
Use basic ecology principles
Understand basic hydrogeology concepts.
Example: Surface and groundwater flow
Use basic cycles concepts. Examples: hydrologic cycle, carbon food chain
Use basic contours and gradients concepts.
Examples: mapped surfaces, directed fluid flow
Use basic knowledge of animal care, e.g., animal facilities, diseases and disease prevention
Use basic zoology concepts
Use basic toxicology concepts
Use basic ecology principles
Apply basic scientific method
Know how machines are built and how they work
Know residuals, contaminants and by-products from processes
Principles of measuring instruments
Know basic production processes
Understand basic chemical sampling and testing principles
Know basic environmental regulatory concepts
Know basic electricity concepts
Know basic gas and liquid flow control concepts

III. EMPLOYABILITY SKILLS

- **Attitudes & Attributes**
 1. Takes initiative
 2. Assumes responsibility
 3. Displays a good self-concept
 4. Persists until job is done
 5. Works well without supervision
 6. Takes responsibility for production/quality
 7. Conflicts do not impede performance
 8. Seeks new challenges
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 13. Analyze customer feedback to improve internal customer support process
- **Team Work:**
 1. Works effectively in a team
 2. Follows instructions
 3. Takes initiative
 4. Provides support to others
 5. Fosters innovation
 6. Manages relationships
- **Adaptability:**
 1. Accepts changes
 2. Performs multiple assignments
 3. Shows flexibility
 4. Adjusts style to the situation
 5. Handles multiple tasks simultaneously
 6. Adapts skills to new tasks

**Government, Education
and Human Services Cluster
Certificate of Initial Mastery**

I. ACADEMIC SKILLS

Basic Level of Proficiency

Goals were met in Reading, Writing
and Mathematics. Check all that apply.

- ☐ CMT - met state goal
- ☐ CAPT - met state goal
- ☐ SAT - achieve 1000 or higher
- ☐ CASAS ECS Level C - exit out
- ☐ CASAS ECS Level D - exit out
- ☐ Nationally recognized test -
scored at 75th percentile or higher

II. TECHNICAL SKILLS

- **Reading**
 - ☐ Read and understand grant applications
 - ☐ Ability to read and understand agency policies, laws and regulations, statutes and code provisions
 - ☐ Locate information in federal, state and local statutes, and in regulations and technical references
 - ☐ Knowledge of legal and legislative terminology
 - ☐ Ability to complete grant applications
 - ☐ Ability to prepare clear, concise, accurate reports
 - ☐ Ability to write routine business letters
 - ☐ Use professional terminology properly in written material
 - ☐ Ability to use legal terminology properly in written materials
- **Mathematics**
 - ☐ Ability to understand basic budget process
 - ☐ Ability to apply mathematical knowledge in routine circumstances
- **Scientific Knowledge and Skills**
 - ☐ General knowledge of psychology and physiology
 - ☐ Knowledge of physiological and perceptual disorders such as learning disabilities, perceptual handicaps, etc.
 - ☐ Knowledge of problems of adolescents and influences of the environment
 - ☐ Knowledge of psychosis, personality disorder, psychopathology and violence
 - ☐ Knowledge of the processes of normal human behavior, such as motivation, emotion, neurosis, etc.
 - ☐ Basic knowledge of psychotropic/anti-anxiety drugs and their therapeutic use
 - ☐ Knowledge of group therapy techniques such as client-centered behavior

- modification techniques
- ☐ Knowledge of first aid procedures
- ☐ Knowledge of various symptoms caused by nonprescription drugs
- ☐ Knowledge of principles and practices involved in the care, custody and rehabilitation of youth
- ☐ Knowledge of principles and practices of family therapy
- ☐ Ability to apply general scientific knowledge in a variety of circumstances (e.g. environment)
- ☐ Knowledge of toxic and flammable substances
- **Speaking and Listening Skills**
 - ☐ Ability to recruit and utilize volunteers
 - ☐ Ability to phrase legal concepts clearly
- **Problem-Solving and Analytical Skills**
 - ☐ Ability to analyze and interpret laws and regulations
 - ☐ Ability to gather and analyze data
 - ☐ Ability to use social service resources efficiently
 - ☐ Some ability to conduct research studies
 - ☐ Ability to understand systems and key components
- **Occupation-Specific Knowledge and Skills**
 - ☐ Knowledge of services provided by agency or provider
 - ☐ Knowledge of community resources and services
 - ☐ Knowledge of relevant state and federal law
 - ☐ Knowledge of basic office methods and procedures
 - ☐ Knowledge of basic office equipment
 - ☐ Ability to assess client behavior in terms of desired objectives and in relation to others
 - ☐ Ability to mediate problems
 - ☐ Ability to assess individual behavior and observe change in clients
 - ☐ Ability to interpret statutes, laws and regulations
 - ☐ Ability to comprehend trends in public policy
 - ☐ Ability to develop solutions/strategies to address public concerns
 - ☐ Ability to interpret case law, legal documents and other written materials
 - ☐ Knowledge of early childhood education
 - ☐ Basic knowledge of disciplinary techniques and guidelines for their use
 - ☐ Skills in recognizing nonverbal communications such as body language
 - ☐ Expertise in legal research techniques
 - ☐ Basic knowledge of legislative and administrative government processes
 - ☐ Knowledge of law enforcement practices

- and routines
- ☐ Ability to learn state and municipal laws, regulations and procedures
- ☐ Ability to maintain a complex set of records
- ☐ Some public relations skills in dealing with clients and social service agencies
- **Computer Skills**
 - ☐ Basic knowledge of the concepts of the network and Internet/Intranet usage
 - ☐ Knowledge of the functioning and use of information technology

III. EMPLOYABILITY SKILLS

- **Attitudes & Attributes:**
 1. Takes initiative
 2. Assumes responsibility
 3. Displays a good self-concept
 4. Persists until job is done
 5. Works well without supervision
 6. Takes responsibility for production/quality
 7. Conflicts do not impede performance
 8. Seeks new challenges
 9. Applies ethics to behavior
 10. Responds well to criticism
 11. Maintains a professional image
 12. Works well under stress
 13. Displays positive behaviors
 14. Follows instructions
 15. Adheres to code of conduct
- **Customer Service:**
 1. Adopt a customer service orientation
 2. Gather information from various sources to identify prospective customers/markets
 3. Communicate with customer in a professional manner
 4. Maintain accurate and complete information about customers
 5. Document and process customer information/orders
 6. Interpret customer information to identify needs
 7. Offer options to problems and negotiate solutions
 8. Show customers how to implement, plan and take action whenever necessary
 9. Monitor implementation plan and take action whenever necessary
 10. Identify new customer needs
 11. Inform customer when needs cannot be met
 12. Make alternate recommendations
 13. Analyze customer feedback to improve internal customer support process
- **Team Work:**
 1. Works effectively in a team
 2. Follows instructions
 3. Takes initiative

4. Provides support to others
5. Fosters innovation
6. Manages relationships
- **Adaptability:**
 1. Accepts changes
 2. Performs multiple assignments
 3. Shows flexibility
 4. Adjusts style to the situation
 5. Handles multiple tasks simultaneously
 6. Adapts skills to new tasks

**Health and Biosciences Cluster
Certificate of Initial Mastery**

I. ACADEMIC SKILLS

Basic Level of Proficiency

Goals were met in Reading, Writing and Mathematics. Check all that apply.

- ☐ CMT - met state goal
- ☐ CAPT - met state goal
- ☐ SAT - achieve 1000 or higher
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- ☐ CASAS ECS Level D - exit out
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II. TECHNICAL SKILLS

- **Reading Instructions**
 - ☐ Follow complex instructions such as protocols, treatment plans, or material safety data sheets
 - ☐ Discern step sequence in general instructions
- **Reading Research**
 - ☐ Locate information in technical reference and material manuals
 - ☐ Observe client or instrumentation, assess and put in order priority factors, and report accurate findings
 - ☐ Relate descriptive language to technical concepts
- **Reading Processing**
 - ☐ Comprehend the meaning of technical terminology
 - ☐ Interpret signs, symbols and labels
 - ☐ Interpret technical references and material regulations
- **Writing Reports, Letters and Memos**
 - ☐ Write complete, understandable sentences
 - ☐ Use correct spelling, grammar and syntax
 - ☐ Use dictionary and technical resources
 - ☐ Order ideas by importance and support them
 - ☐ Before writing, outline and organize thoughts
 - ☐ Structure report by topic per paragraph
 - ☐ Develop simple technical reports
 - ☐ Write simple and logical instructions & sequences
- **Writing Logs and Records**
 - ☐ Keep accurate notes, logbooks, protocols

- ☐ Describe physical, chemical and operational situations in clear language
- **Writing Graphics**
 - ☐ Understand graphics that illustrate points
- **Mathematics**
 - ☐ Spot inconsistencies and outlines in a service
 - ☐ Interpret meters and scales
 - ☐ Use a scientific calculator
 - ☐ Interpret exponential and logarithmic relations
- **Physical Situations**
 - ☐ Extrapolate know values to new levels
- **Practical Physical/Biological Sciences**
 - ☐ Apply temperature, pressure and volume relations concepts
 - ☐ Apply safe handling of hazardous materials
 - ☐ Use basic measurement instruments
 - ☐ Basic animal science
 - ☐ Basic anatomy
 - ☐ Basic biochemistry
 - ☐ Basic immunobiology
 - ☐ Basic microbiology
 - ☐ Basic molecular biology
 - ☐ Basic organic chemistry
 - ☐ Basic physiology
 - ☐ Basic virology
 - ☐ Basic zoology
 - ☐ Basic toxicology
- **Investigation**
 - ☐ Use of comparisons, contrasts sequences
 - ☐ Use of sampling and testing principles
 - ☐ Distinguish relevant from irrelevant
 - ☐ Assess reliability of sources used
 - ☐ Make critical judgments
 - ☐ Apply basic scientific method
- **Speaking**
 - ☐ Phrase technical concepts clearly
 - ☐ Formulate questions to get clarification
 - ☐ Repeat information accurately
 - ☐ Use appropriate medical/technical terminology correctly
- **Listening**
 - ☐ Follow verbal instructions
 - ☐ Remember by listening and watching
 - ☐ Think about what is not said
 - ☐ Assess speaker's understanding of the situation
 - ☐ Wait and think before speaking/answering
- **Processing**
 - ☐ Use critical thinking/questioning to

- ☐ assess content
 - ☐ Analyze what's being said for accurate content
 - ☐ Obtain accurate answers
 - ☐ Transcribe information with accuracy and precision
 - ☐ Validate information before passing it along
 - **Logic**
 - ☐ Apply cause-and-effect principles
 - ☐ Apply correlation equations and principles
 - ☐ Apply deductive and inductive reasoning to situations
 - ☐ Organize information for diagnosis
 - ☐ Interpret basic information
 - **Problem-solving**
 - ☐ Apply background and academic knowledge to a problem
 - ☐ Test premise
 - ☐ Detect faulty data
 - ☐ Understand troubleshooting vs. long-term problem solving
 - **Analytical**
 - ☐ Make organized subsets/tabulate information
 - ☐ Provide examples for comparison
 - ☐ Interpret trends
 - **Related Technical Knowledge**
 - ☐ Principles of instruments used, such as microscopes, autoclaves, analyzers, centrifuges, shields, safety hoods
 - ☐ Basic laboratory procedures such as pipetting, sterile techniques; knowledge of factors such as pressure, air sensitivity
 - ☐ Inventory and supply maintenance
 - ☐ Phlebotomy
 - ☐ Aseptic technique
 - ☐ Basic human growth and development
 - ☐ General preventative health practices, such as nutrition, stress management
 - ☐ Understanding of illness prevention
 - ☐ Routine maintenance and calibration of equipment
 - ☐ Monitoring quality of sample or specimens
 - ☐ Lifting techniques
 - **Computer Skills**
 - ☐ Use spreadsheet programs
 - ☐ Use drawing/graphics programs
 - ☐ Use statistical programs
- III. EMPLOYABILITY SKILLS**
- **Attitudes & Attributes:**
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***Retail, Tourism, Recreation
and Entrepreneurship Cluster
Certificate of Initial Mastery***

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- ☐ CASAS ECS Level C - exit out
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- ☐ Nationally recognized test -
scored at 75th percentile or higher

II. TECHNICAL SKILLS

• **Listening**

- ☐ Practice active listening
- ☐ Listen with accuracy
- ☐ Ask appropriate questions
- ☐ Relay messages accurately
- ☐ Follow up on telephone inquiries
- ☐ Handle customer and co-worker
inquiries

• **Speaking**

- ☐ Speak clearly and concisely
- ☐ Greet customers
- ☐ Discuss work-related issues effectively
with co-workers/clients
- ☐ Describe a product/service to
customer/client

• **Mathematics**

- ☐ Calculate total price/cost (including
price, taxes, fees, etc.)
- ☐ Simple accounting/inventory
management

• **Computer and Office Equipment**

- ☐ Use technology to solve problems and
improve productivity
- ☐ Use a photocopier to make quality
copies
- ☐ Operate a fax machine to send a
document
- ☐ Be proficient with point-of-sale
registers and calculators
- ☐ Enter and receive data through a
terminal or PC

• **Safety Skills**

- ☐ Show initiative on the job
- ☐ Be able to locate and operate
emergency exits and fire extinguishers
- ☐ Demonstrate proper use of ergonomics
- ☐ Demonstrate knowledge of basic first
aid procedures

- ☐ Demonstrate knowledge of emergency
situation procedures (personal threats,
loss) of power, injury or other
situation)
- ☐ Demonstrate knowledge of accident
prevention and reporting procedures

• **Industry Knowledge**

- ☐ Demonstrate an understanding of the
employer's business (products/services
provided and customers served)
- ☐ Demonstrate the ability to distinguish
between good and bad service
- ☐ Demonstrate appropriate product
knowledge

• **Personal Attributes**

- ☐ Be able to market yourself
- ☐ Know the parameters of the job
- ☐ Exhibit punctuality and commitment to
the job

III. EMPLOYABILITY SKILLS

• **Attitudes & Attributes:**

1. Takes initiative
2. Assumes responsibility
3. Displays a good self-concept
4. Persists until job is done
5. Works well without supervision
6. Takes responsibility for
production/quality
7. Conflicts do not impede performance
8. Seeks new challenges
9. Applies ethics to behavior
10. Responds well to criticism
11. Maintains a professional image
12. Works well under stress
13. Displays positive behaviors
14. Follows instructions
15. Adheres to code of conduct

• **Customer Service:**

1. Adopt a customer service orientation
2. Gather information from various
sources to identify prospective
customers/markets
3. Communicate with customers in a
professional manner
4. Maintain accurate and complete
information about customers
5. Document and process customer
information/orders
6. Interpret customer information to
identify needs
7. Offer options to problems and
negotiate solutions
8. Show customers how to implement,
plan and take action whenever
necessary
9. Monitor implementation plan and
take action whenever necessary
10. Identify new customer needs

11. Inform customer when needs cannot
be met
 12. Make alternate recommendations
 13. Analyze customer feedback to
improve internal customer support
process
- **Team Work:**
1. Works effectively in a team
 2. Follows instructions
 3. Takes initiative
 4. Provides support to others
 5. Fosters innovation
 6. Manages relationships
- **Adaptability:**
1. Accepts changes
 2. Performs multiple assignments
 3. Shows flexibility
 4. Adjusts style to the situation
 5. Handles multiple tasks
simultaneously
 6. Adapts skills to new tasks

**Technologies: Manufacturing,
Communications and Repair Cluster
Certificate of Initial Mastery**

I. ACADEMIC SKILLS

Basic Level of Proficiency

Goals were met in Reading, Writing and Mathematics. Check all that apply.

- ☐ CMT - met state goal
- ☐ CAPT - met state goal
- ☐ SAT - achieve 1000 or higher
- ☐ CASAS ECS Level C - exit out
- ☐ CASAS ECS Level D - exit out
- ☐ Nationally recognized test - scored at 75th percentile or higher

II. TECHNICAL SKILLS

- Data Measurement Analysis
 - ☐ Interpret values from test equipment
 - ☐ Interpret measuring instruments
 - ☐ Interpret electrical and mechanical blueprint specifications
 - ☐ Interpret setup charts
 - ☐ Interpret data-gathering charts, scatter diagrams, pareto diagrams, histograms and statistical charts
 - ☐ Estimate materials and volume
 - ☐ Interpret results from quantitative data
 - ☐ Interpret two-dimensional drawings
 - ☐ Determine quality level to decide whether or not to continue
- ☐ Apply OSHA safety and hazardous material regulations to job tasks
- ☐ Apply electrical and medical variables measurement principles, including the concepts of accuracy, repeatability and process tolerance, to job tasks
- ☐ Apply line and work station setup and machine capability to job tasks
- ☐ Maintain inventory levels, quality, availability and flow
- ☐ Write test reports
- ☐ Prepare service bills
- ☐ Maintain a discipline laboratory notebook that thoroughly and accurately describes experimental concepts, setups, procedures and results obtained
- ☐ Write a technical reports that summarizes an experiment
- ☐ Complete a status report and machine log
- ☐ Record data during the fabrication process

- ☐ Apply legal requirements and government regulations to job tasks
- ☐ Identify and obtain sources of information about customer needs
- ☐ Monitor quality and improvement processes
- ☐ Investigate produce/process deviation and root cause of deviation
- ☐ Build processes and prototypes according to internal product design, engineering instructions and customer specifications
- ☐ Set quality criteria and test outcomes against criteria
 - Mathematics/Science
- ☐ Apply trigonometric principles to job tasks
- ☐ Apply calculus principles to job tasks
- ☐ Identify trends from data
- ☐ Apply physic principles associated with mechanics, pneumatics, hydraulics, electronics and electricity to job tasks
- ☐ Use programmable controls
- ☐ Use mechanical measuring equipment, including scales, calipers, venires and dial indicators to measure both linear and circular dimensions
- ☐ Use electrical measuring equipment and devices, including volt, ampere and ohm meters, oscilloscopes, and frequency counters to take basic measurements of electrical circuit performance
- ☐ Set up equipment
- ☐ Perform electrical soldering
- ☐ Set up and operate simple machine tools such as a lathe, vertical mill, drill press, saw, Bridgeport and surface grinder
- ☐ Select tool types based on materials and features to be machined
- ☐ Use offsets to finish setup and begin operations
- ☐ Demonstrate mechanical aptitude
- ☐ Test equipment
- ☐ Troubleshoot and repair equipment and/or recommend improvements
 - Computer Knowledge
- ☐ Apply computer concepts to job tasks such as customer service tracking, data entry, graphic design/layout newsletters
 - Personal Attributes
- ☐ Strong work ethics, including attention to attendance and punctuality

- ☐ Ability to perform many tasks
- ☐ Ability to learn
- ☐ Ability to be flexible

III. EMPLOYABILITY SKILLS

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